

### **ARTICLE III**

#### **CERTIFICATION OF ELIGIBLES FROM REGISTERS**

##### Section 1 - Requests for Certification.

###### Paragraph 1.

If a vacancy occurs in any position in any City department, or if new positions are established and new employees are needed, a written request may be submitted by the Department/ Division Heads to the Human Resource Director upon the prescribed form. This request shall state the number of positions to be filled in each class, identifying each class title, together with other pertinent information as determined by the Director.

##### Section 2 - Certification from Registers.

###### Paragraph 1. Certification methods:

- (a) Upon receipt of a proper requisition, the Human Resource Director shall certify and submit, in writing, to the Department/Division Head, the names of all available persons who meet the minimum qualifications of the job from the most appropriate eligible registers.
- (b) An eligible who accepts a probationary or regular appointment, shall, by such acceptance, be deemed to have authorized the removal of that person's name from any existing City register.
- (c) Any provision for retention on registers, admission to examinations, or transfers between City departments by Career covered employees shall be provided for in the Career Systems Procedures.
- (d) An eligible may be considered unavailable if the Human Resource Director fails to receive a reply within five (5) days to a certified letter sent to the person's last known address.